



## Key Issuance Receipt

**Date:**

**Work Order:**

This agreement is a contract between the person signing for keys (herein referred to as “you” or “Holder”) and the University of Kansas (herein referred to as “University”). This agreement pertains to the keys which are being signed for (herein referred to as “keys”). You understand that keys are property of the University and must be surrendered upon demand, or upon completion of your assignment, whichever is sooner. You agree that you will only use keys for authorized purposes in the course of your duties. By signing for the keys, you acknowledge that you will be held responsible for their loss or improper use. Improper use includes, but is not limited to loaning or transferring keys, attempting to make duplicates of keys, modifying keys to enhance access privileges or reverse-engineering keys in any way. KU Operations may perform random audits and you agree to comply with any requests to visually verify that you are still in custody of keys. Should you lose any keys, you will immediately report their loss to the KU Operations. When it is time for you to surrender keys, you will return them to Carruth O’Leary room 322 (1246 W. Campus Rd, Lawrence KS 66045), whereupon you may request a receipt documenting their return. In the event that you fail to comply with any of the terms of this agreement, the University will pursue all available remedies including the withholding of academic transcripts, withholding of additional keys, and the rekeying of all areas to which your keys granted access. You agree to be financially responsible for any rekeying that is the direct result of your loss or improper use of keys.

| <u>System</u> | <u>Key Symbol</u> | <u>Serial Number</u> | <u>Description</u> |
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**Holder:**

Name:

ID Number:

Email:

Dept/Company:

Title:

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**Additional Terms:**

Holder :

\_\_\_\_\_  
Signature

Date of Receipt :

\_\_\_\_\_  
Date